

## SURETY BAIL BOND AGENT LICENSING REQUIREMENTS

In accordance with Connecticut General Statute 38a-660 and Regulations 38a-660-1 through 7, any applicant for a license to act as a Surety Bail Bond Agent is required to submit the following documentation to the Licensing Division at the address shown below. **CGS 38a-660 (c) states that any person who solicits or negotiates Surety Bail Bonds without a license shall be guilty of a Class D Felony. Anyone who has ever been convicted of a felony, or any misdemeanor under section 21a-279, 53a-58, 53a-61, 53a-61a, 53a-62, 53a-63, 53a-96, 53a-173, 53a-175, 53a-176, 53a-178 or 53a-181d, is ineligible for a Surety Bail Bond Agent license. All individual applicants for a Surety Bail Bond Agent license must submit to a background investigation.**

### Individual Applicants:

- Original completed and signed **Individual Surety Bail Bond Agent License Application** with any supporting documentation required by application; **and**
- One recent credential-sized (passport size) full-face photo; **and**
- Original Prelicense Course Certificate from an approved course provider or prelicense education Waiver. *(At this writing, we do not have an approved prelicense course for Surety Bail Bonds. Until a course is available, you must personally submit a written request for a waiver of the prelicense education for Surety Bail Bonds. Please include your name, residence address, social security number, and daytime telephone number to: **State of Connecticut Insurance Department - Licensing Division, PO Box 816, Hartford, CT 06142-0816**. Upon receipt of the Waiver, you need to contact our test vendor, Experior, at **800.861.4016**, to schedule Exam #18-13. You will not be admitted to the exam without a Waiver.); **and***
- Original "Bail Bond Exam Score Report" (Exam #18-13); **and**
- Copy of your Birth Certificate evidencing that you are a citizen and at least 18 years of age, or if a naturalized citizen, a letter from the United States Immigration & naturalization Service (INS) attesting to your naturalization, and evidence of age; **and**
- Check payable to: "Treasurer, State of Connecticut" in the amount of \$65.00 for a first-time individual applicant, or \$65.00 for reinstatement (**include applicant's Tax Identification Number [Social Security Number or Federal Employer Identification Number] and Connecticut license number [if available] on check**).

### Business Entity Applicants:

**ALL NAMES USED TO CONDUCT BAIL BOND BUSINESS REQUIRE LICENSURE IN CONNECTICUT. THIS INCLUDES ANY LEGAL ENTITY OR BUSINESS TRADE NAME/DBA, INCLUDING SOLE PROPRIETORSHIPS, PARTNERSHIPS, CORPORATIONS, LIMITED LIABILITY COMPANIES, AND LIMITED LIABILITY PARTNERSHIPS.**

- Original completed and signed **Business Entity Surety Bail Bond Agent License Application** with supporting documentation required by application; **and**
- Check payable to: "Treasurer, State of Connecticut" in the amount of \$65.00 (**include applicant's Tax Identification Number [Social Security Number or Federal Employer Identification Number] and Connecticut license number [if available] on check**).
- At least one owner, partner, officer or director of the business entity must also be licensed.

### **ALL APPLICANTS:**

**The ORIGINAL application packet(s) must be sent to (individuals must also include a recent credential-sized photo):**

State of Connecticut Insurance Department – Licensing Division  
PO Box 816 - Hartford, CT 06142-0816  
Phone: 860.297.3845

**A PHOTOCOPY of ALL items, including a copy of check or money order, must be sent to (individuals must also include a recent credential-sized photo):**

Division of Criminal Justice - Office of the Chief State's Attorney - Asset Forfeiture Bureau/Bond Forfeiture Unit  
300 Corporate Place - Rocky Hill, CT 06067  
Phone: 860.258.5810

**BACKGROUND CHECK (individual applicants only):** Once the Bond Forfeiture Unit receives a copy of the application packet, they will notify you in writing with instructions for scheduling an interview and fingerprinting. NOTE: Applicant is responsible for all fees incurred. Once the Bond Forfeiture Unit receives the results of your background check, results will be recorded and mailed to the Insurance Department's Licensing Division. Licensing will review the results and your application will either be approved or rejected.

**ONCE YOUR APPLICATION HAS BEEN APPROVED:** Your Surety Bail Bond Agent license will be issued and mailed to you; however, to execute undertakings of bail, you must first obtain an appointment from each insurance company you wish to solicit or negotiate such undertakings on behalf of, pursuant to CGS 38a-660 (f). Individuals and business entities require insurance company appointments.

You must continue to meet all requirements as set forth in Connecticut General Statutes and supporting Regulations. You are also required to report any changes to your license information on file with the Department, including change of name, residence and business addresses and phone numbers. Documentation of any felony or misdemeanor convictions are to be reported in accordance with CGS 38a-660, as well as any other information required by law. Changes must be submitted, in writing, within 30 days.

**Effective September 1, 2002**